

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Maintenance Supervisor	OFFICE/BRANCH/SECTION District 10 / 682/Stockton East	
WORKING TITLE Supervisor	POSITION NUMBER 910-680-6301-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Incumbent works with a maintenance crew engaged in highway maintenance activities. The incumbent will be in charge of equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II, Caltrans Highway Maintenance Leadworker. Employee is required to maintain a Class "C" driver's license. A Class "A" driver's license, with a "N" endorsement is desirable.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	The supervisor lays out and oversees maintenance or construction work on highways and highway structures, and works with a crew performing these tasks. Assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highways and highway structures. Keep records of materials, labor and equipment. Ensures that State equipment is properly operated and maintained. Maintain safe operations and control traffic as specified in Chapter 8 of the Maintenance Manual. Operates 2-way radios. Use products that could be hazardous or dangerous if not handled properly. Attend all required training programs and schedule training when needed.
35% E	Oversees the use and service of highway maintenance and snow/ice removal equipment identified as Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II. Directs labor associated with highway structures, cleaning ditches, culvert openings, erosion control, vegetation planting and establishment, installing storm water protection measures, litter pickup. Operate manual/power hand tools. Common hand tools to be used could be but are not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, hand saws, pruning shears, picks, digging bars, and wrenches. Common power tools used could be but not limited to chainsaws, weed eaters, hay blowers and hydro seeders, jack-hammers, power drills, power grinders. Assign custodial work, brush and tree removal and disposal. Assign Storm Drainage maintenance. Assign and perform litter and dead animal removal and disposal.
10% E	Assigns, qualifies, and provides training on equipment.
5% E	Performs required inspections (Safety, Storm Water, etc.) and will assign and perform minor repairs to maintenance stations facilities.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Incumbent will direct the crew's operation and, in the absence of the Caltrans Maintenance Superintendent, may be responsible for all activities of all crew's in Superintendent's Area.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of procedures, tools and equipment used in construction and maintenance of highways and structures; provisions of the California Vehicle Code as it applies to the operation of motor vehicles; regulations and safety practices pertaining to highway emergency services; emergency first aid; operation and care of highway equipment; materials utilized in highway and structure maintenance; rules and regulations pertaining to snow removal, highway or structures maintenance practices; principles of effective supervision, safety practices and traffic regulations.

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Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; interpret simple blueprints and sketches; plan and direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; assist in work relating to maintenance of highways and structures; operate and care for construction and maintenance equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio communication equipment.

Skill in operating a variety of complex or heavy maintenance equipment, and making minor adjustments and emergency repairs to such equipment

Knowledge and ability to operate computer and electronic systems.

Prepares workload plans, analyzes situations accurately and adopting an effective course of action.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

If the proper equipment and method is not used in maintaining the State highways, it could mean rebuilding at great expense to the State and inconvenience to the traveling public. Errors in judgment regarding safety practices and the safe operation of equipment could result in property damage, injuries to our employees and/or to the traveling public. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from both public and private Local Agencies as well as all levels of Caltrans Management.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to bend; stoop; climb; kneel, reach, push, pull, sit and stand for long periods of time. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

### SPECIAL PHYSICAL CHARACTERISTIC

Normal hearing and visual acuity of not less than 20/40 (with or without glasses).

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### WORK ENVIRONMENT

The incumbent may/will be exposed to and work in loud noise; dust; chemicals; extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, and next to vehicle traffic. The incumbent will be required to wear all personal protective equipment; move heavy objects; stand or sit for prolonged periods. Wear and use all required personal safety equipment. Follow all policies, and procedures. Incumbent will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Responds to after-hour emergencies.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE